

TRAINING NEEDS ASSESSMENT PROCEDURE

1.0 APPROVAL RECORD

- Reviewed by: Document Control Coordinator (Hiliary Burns)
- Reviewed by: Training, Document, and QA Coordinator (Molly Granseth)
- Approved by: Manager, Environment, Safety, Health and Assurance (Sean Whalen)
- Approved by: Deputy Director (Tom Lograsso)

The official approval record for this document is maintained by the Training and Documents office, 105 TASF.

2.0 REVISION/REVIEW INFORMATION

In accordance with the Document Control program, this procedure will be reviewed at a minimum of every three years. The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

The Training Needs Assessment Procedure provides a mechanism to identify training needs of individual Ames Laboratory employees based on the work they will perform at Ames Laboratory. This is accomplished through use of the New Employee Planned Activities Form. The information collected from this form aids the Training Office in applying correct training requirements to an employee's Learn@ISU training profile as well as notifies Occupational Medicine and Environment, Safety, Health and Assurance (ESH&A) if medical monitoring is required.

4.0 PREREQUISITE ACTIONS AND REQUIREMENTS

4.1 New Employee Planned Activities Form

Upon notice that a new employee will be hired, the Training Office creates a PDF document using the Readiness Review database. The New Employee Planned Activities form lists all Readiness Review activities that are associated with the hiring group leader or hiring supervisor. There are options for indicating an employee will participate in activities associated with another group leader or supervisor or that a new employee will perform office type activities only. Training staff will email this form to the hiring group leader or hiring supervisor; it is the responsibility of the group leader or hiring supervisor to select the appropriate activities and return the form to the Training Office as a necessary component of the hiring process.

4.2 Readiness Review

Ames Laboratory procedure utilized for the conduct of operations/research review of all activities performed by Ames Laboratory employees. The participants in a Readiness Review identify activities that will be performed in laboratory spaces as well as the equipment, hazards and tasks necessary to perform the activity. With this information, activities are classified, hazard management statements are generated, and applicable training courses are assigned.

5.0 ROLES AND RESPONSIBILITIES

5.1. Ames Laboratory Employees

- Complete all mandatory training courses as required by regulation, order, or

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policy and/or identified through the Readiness Review process. Required courses can be found in the employee's Learn@ISU training profile and are subject to change as a person's work responsibilities change.

- Review training requirements on a monthly basis to ensure all courses are completed prior to their due date. Training requirements are best reviewed by logging in to Learn@ISU, selecting "my menu" and then "my reports". Under "my reports" choose "transcript of all training". This will allow individuals to sort courses by title and/or expiration date.
- Communicate with their supervisor, Group Leader or Division/Institute/Program Director or Department Manager if their training record is not accurate for the job they are completing (i.e. training is missing; training included on record is not applicable to current work).
- Complete retraining in accordance with each course's prescribed retrain period.

5.2. Training Office Staff

- Coordinate the routing and completion of the New Employee Planned Activities form between group leaders, Occupational Medicine, and ESH&A.
- Create individual employee training profiles in Learn@ISU based on information gathered from the New Employee Planned Activities form.
- The Training Coordinator is responsible for communicating with all Laboratory employees on a regular basis about individual and group training requirements.

5.3. Occupational Medicine Staff

- Responsible for entering information from the New Employee Planned Activities form into the medical surveillance database, notifying employees when medical surveillance is needed and performing medical surveillance.

5.4. ESH&A/Industrial Hygienist

- ESH&A, particularly the Industrial Hygienist, is responsible for performing workplace exposure assessments that may be triggered by the New Employee Planned Activities form. This may include work with radiation, nanomaterials, lasers or the need for dust masks or respirators. The Industrial Hygienist works closely with Occupational Medicine and other ESH&A Subject Matter Experts to ensure that required medical surveillance is assigned correctly.

5.5. Division/Institute/Program Directors/Department Managers

- Complete the New Employee Planned Activities form prior to a new hire's first day working at the Laboratory unless this task has been assigned to be completed by the Group Leader.
- Oversee training completion by employees under their direction, including all mandatory institutional training as well as job-specific training.
- Review Learn@ISU reports and ensure employees complete all assigned training by their scheduled due dates.

5.6. Group Leaders

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- Complete a New Employee Planned Activities form prior to a new hire's first day working at the Laboratory (if this task has been assigned to them by the Division/Institute/Program Director/Department Managers).
- Inform the Training Office of any additions or deletions to an individual's training record.
- Inform the Training Office if a new user has been added to a Readiness Review activity.
- Review Learn@ISU reports and ensure employees complete all assigned training by their scheduled due dates (if Group Leader has been assigned this task by the Division/Institute/Program Director/Department Manager).
- Provide job-specific training to ensure supervised employees can perform all work activities in a safe and healthy manner.
- Maintain job-specific training records.

5.7. Hiring Supervisor

- Complete a New Employee Planned Activities form prior to a new hire's first day working at the Laboratory (if this task has been assigned to them by the Group Leader).
- Inform the Training Office of any additions or deletions to an individual's training record.
- Inform the Training Office if a new user has been added to a Readiness Review activity.
- Review Learn@ISU reports and ensure employees complete all assigned training by their scheduled due dates (if this task has been assigned by the Group Leader).
- Provide job-specific training to ensure supervised employees can perform all work activities in a safe and healthy manner.
- Maintain job-specific training records.

6.0 TRAINING NEEDS ASSESSMENT PROCEDURE

The New Employee Planned Activities form was created to capture training requirements prior to an employee's first day of work so they could begin work in laboratory spaces more quickly, as well as to ensure that employees were assigned all of the necessary training requirements as dictated by the Readiness Review process. The following steps are taken to complete the training needs assessment procedure and enter an employee's training profile into Learn@ISU:

1. Ames Laboratory Human Resources notifies the Training Office via the employeeactivities@ameslab.gov email address of a new hire and provides their name and the name of the hiring supervisor.
2. Using the name of the hiring supervisor and the Readiness Review database, the Training Office creates a PDF document which lists all of the potential Readiness Review activities the new employee may participate in while working for the hiring supervisor or their associated group.

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3. Using the employeeactivities@ameslab.gov email address, the Training Office emails this form to the hiring supervisor and requests it be completed.
4. The hiring supervisor completes the PDF document and returns it to the Training Office via the employeeactivities@ameslab.gov email address.
5. Using the form, the Training Office creates a Learn@ISU training profile for the new employee.
6. The Training Office saves the form on the G Drive and notifies Occupational Medicine and ESH&A that a new form is available for their use.
7. Occupational Medicine and ESH&A use the form to input necessary information into the medical surveillance database and reach out to new employees who may require medical surveillance.

7.0 POST PERFORMANCE ACTIVITY

7.1 Training Records

Training records are maintained both electronically and manually. Learn@ISU is utilized to electronically track training records, and to continually review and identify employees who are in need of initial training or retraining. Learn@ISU provides detailed information on all institutional training courses (course description, length, instructor, status, etc.). In addition to the electronic training records, hard copy attendance records/class rosters are maintained in employee training files. When employees leave the Lab, their electronic and paper training records are indexed and stored in the Laboratory's Content Management system.

7.2 Training Coordination and Performance Reporting

The Ames Laboratory's Training Office performs training coordination and performance reporting. Training coordination consists of analyzing reports, planning training schedules, coordinating classes, modifying databases and providing training notifications for employees. Performance reporting consists of providing training reminders to Group Leaders as well as training reports to any individual who requests one. Additionally, it is the responsibility of the Training Office to ensure that employees are trained on how to access their individual training reports through Learn@ISU. A training review database is maintained to ensure that courses are reviewed; content updated and new DOE regulations are incorporated. The Training Office conducts these reviews in conjunction with the subject matter expert assigned to the course.